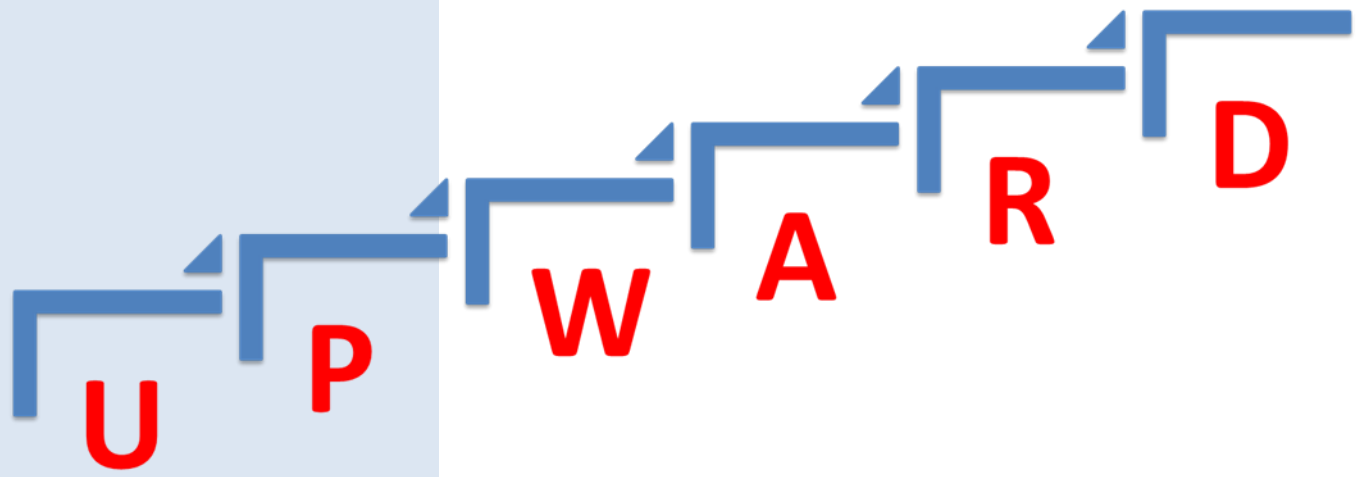


Career Pathing Within Galveston County





Upgrade

Performance

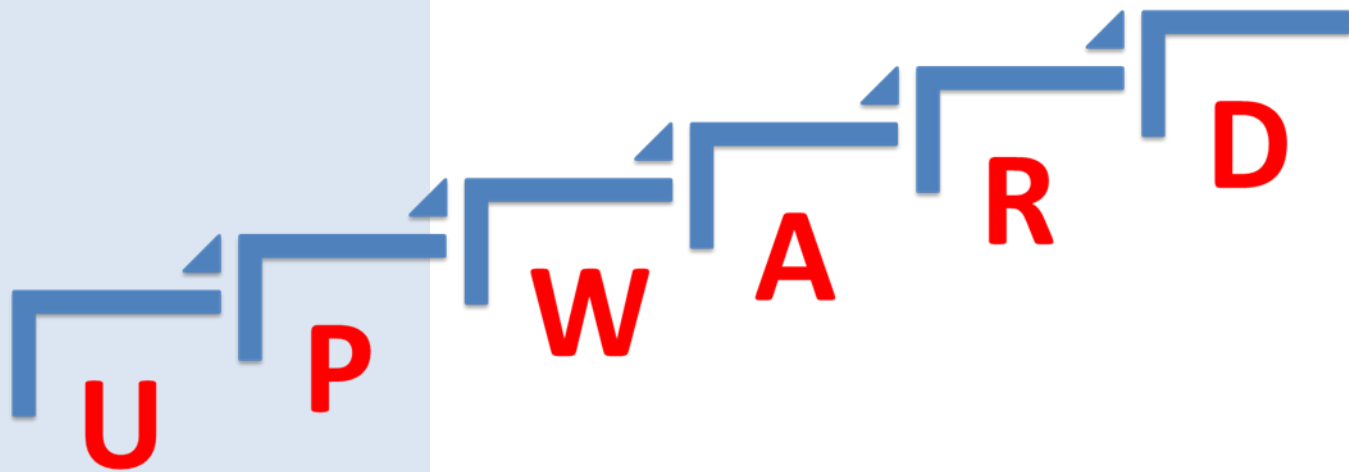
Work Ethic

Achievement

Responsibility

Drive





Upgrade

go after the next step in your career

Performance

do what needs to be done

Work Ethic

be dedicated enough to get there

Achievement

fulfill your career goals

Responsibility

own your own future

Drive

reach your dream role

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1. Career Pathing
 - a. Interviews
 - b. Summaries
2. Action Plans
 - a. Training
 - b. Assignments
 - c. DISC
 - d. 360s
3. Internal Movement
 - a. Managers' Guide
 - b. Employees' Guide



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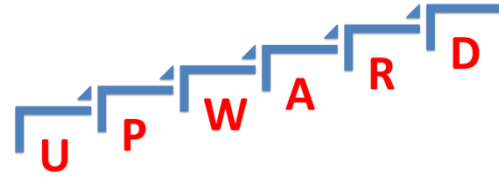
1. Career Pathing

a. Interviews

b. Summaries

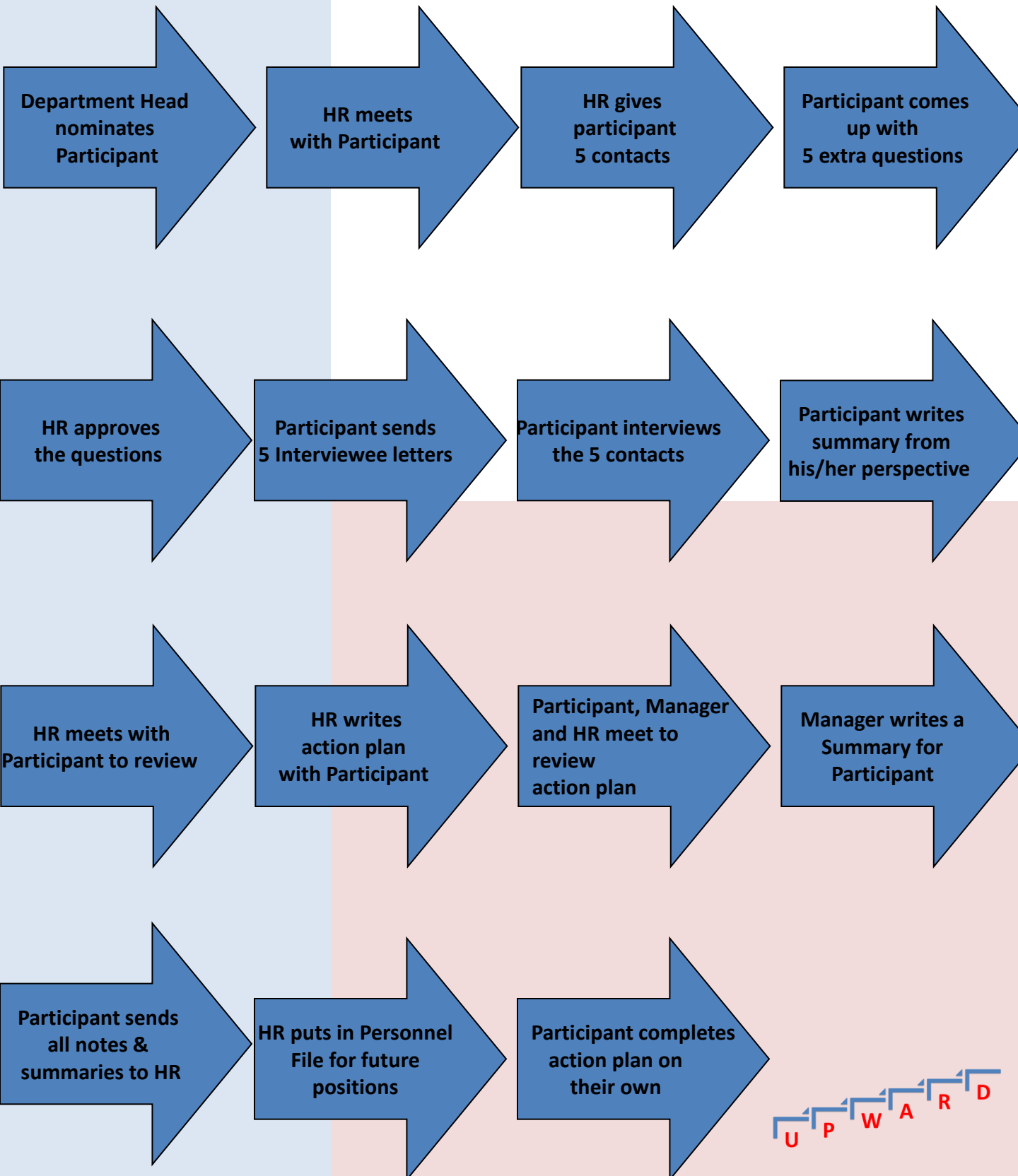


What is Career Pathing?




- Career pathing is the process used by an employee to chart a course within an organization for his or her career path and career development. Career pathing involves understanding what knowledge, skills, personal characteristics, and experience are required for an employee to progress his or her career laterally, or through access to promotions and/or departmental transfers.
- Career pathing requires an employee to take an honest look at his or her career goals, skills, needed knowledge, experience, and personal characteristics.
- Career pathing requires the employee to make and follow a plan to obtain what is necessary in each of these areas to carry out his or her career path.
- Department Heads must nominate staff into the program

Career Pathing Process

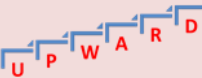


Participant Guide

One of the ways Galveston County shows its dedication to its staff and their development is through the  Program.

As an employee who has made it known that you wish to move forward in your career, you have been selected for this program. Participants are charged with the task of interviewing selected staff members who are in, who were in or who have knowledge about the departments/roles that he/she wishes to be in one day.

Please send the invitation to be interviewed to all the persons that HR has recommended to you. These contacts have been carefully selected to reflect the role that may be the next step for you. Each interview should only last 45 minutes or so.

In addition to the standard  Program Interview Questions, you must come up with FIVE additional questions that you feel would be helpful in gaining a perspective on the unique challenges and expectations of the role/department. Please send your additional five questions to HR for approval before contacting the interviewees.

After you have completed all the interviews, you will be expected to write up a summary of what you learned throughout the process. Then send it to HR and we will contact you to set up a follow up appointment.

If you have any questions during the process, please feel free to contact Peri Bluemer, CHRO at 409-770-5350

INTERVIEWER NAME

INTERVIEWEE NAME

INTERVIEWEE JOB TITLE

DATE

- What was your last role in or out of GALVESTON COUNTY?
- What educational background do you have?
- What does a day in the life of your role entail?
- What is the best part of your job?
- What would you change about your job?
- How do you lead others in the organization?

- What are your average work hours? Nights? Weekends?
- What makes you good at what you do?
- What do you wish someone had told you about this job?
- What do you wish were different in your job?
- How does your job relate to the culture of GALVESTON COUNTY?
- What best practices do you follow within your role?
- What specifically led you into this field?
- What specifically led you into your current role?

Participant Unique Questions

▪ 1

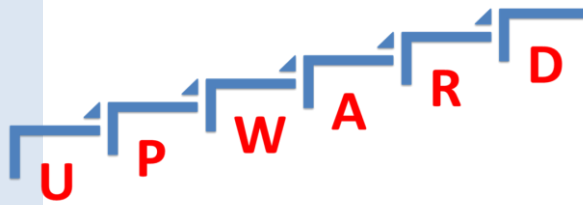
▪ 2

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Other comments: _____



___/___/___

Hello _____:

As you may know, one of the ways Galveston County shows its dedication to its staff and their development is through the  program of careerpathing.

As part of the program, participants are charged with the task of interviewing selected staff members who are in the departments/roles that they themselves wish to be in one day.

Please accept this invitation to be interviewed by me in regards to my careerpathing. You have been carefully selected. HR and I appreciate your willingness to assist in the development of staff. I will be contacting you shortly to set a time that is convenient for you. The interview should only last 45 minutes or so.

If you have any questions at all, please feel free to contact Peri Bluemer, Chief Human Resources Officer.

Interviewing Tips:

- Be candid and honest with me about the skills and qualifications you feel are necessary to do well in the role.
- Don't feel that you have to answer anything that makes you feel uncomfortable.
- Keep the conversation factual and skills/qualifications based. You aren't to share what you personally think of others in the role or why a specific person was hired or promoted.
- Don't feel that you have to sell your department or the role. Each job has its best and its worst points, be candid from your point of view.

Attached is a copy of the Career Pathing Interview, in order to make sure you have ample time to prepare. Each participant is also asked to come up with five additional questions of their own choosing. I will be using this information in my careerpath, to enhance weaknesses, match my development plan reflect my career goals and to assess my desire to be in a particular role or field.

Thank you so much:



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2. Action Plans

a. Training

b. Assignments

c. DISC

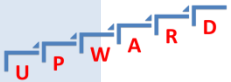
d. 360s



Action Plans

As a result of the Summaries that the Participant and the Manager have written, HR will create an Action Plan for the Participant to follow.

These plans are driven through the Manager of the Participant. The Manager can choose to continue or stop the activities mentioned in the Action Plan at their discretion.

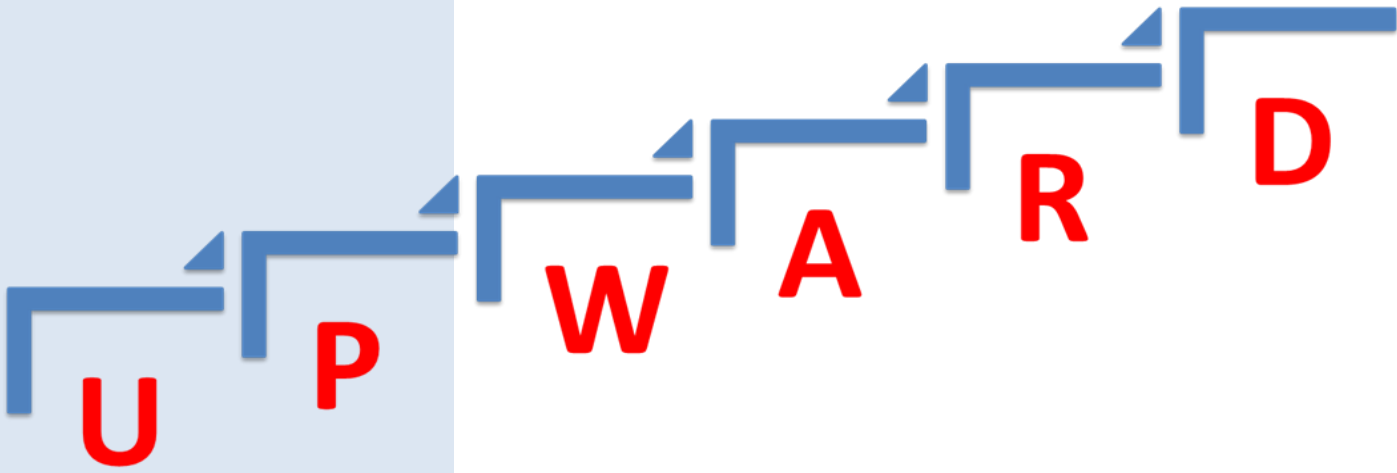
Going through the  Program is a privilege reserved for the employees who are in good standing. Some of the following items may or may not be included in the Action Plans.

a.Training – IF approved by the Department Head all participants who have completed the interview section will attend the regularly scheduled HR management classes

b.Assignments – HR may suggest activities for the participant to do with the Manager or in their department

c.DISC – DISC is the personality profile used by the County for team building and may be used as a tool to make a Participant more self aware

d.360s – This is a confidential survey consisting of the Participant, their managers, their peers and their staff. It provides a clear picture on which soft skill competencies the Participant needs to develop and which ones are exemplary and should be kept in mind when choosing candidates for a new role.



3. Internal Movement


a. Managers' Guide

b. Employees' Guide



Internal Movement

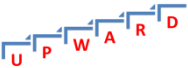
Galveston County wants to encourage employees anywhere within the County to feel free to apply for other positions within or outside of their own departments.

Candidates who have successfully completed the  Program:

- have proven their initiative
- have been recommended by their current Department Head
- have a realistic view of your department needs and environment which will lessen the chance of turnover.
- Will be given preferential treatment over employees who haven't been in or failed the program.

For both Managers and Employees there are basic best practices and polite behaviors that should be followed in order to ensure a smooth transition for all. Please carefully read the Manuals before embarking on applying or hiring an internal employee.

Managers' Guide:

- Managers must be respectful of each other when looking at internal candidates.
- **All** open positions should be posted on the County Career website for at least five (5) days, so contact HR for posting. We may post on Craigslist, Indeed.com and other specialty sites as well.
- Contact HR to find out which employees have been through the  Program so you get the best of the best candidates Galveston County has to offer.
- HR **doesn't** encourage you to hire or promote a person who has only been in their current role for fewer than 90 days.
- If an employee meets the basic skill requirements, internal candidates will **receive preference** over outside candidates for the initial telephone prescreen.
- If an employee makes it past the telephone prescreening interview, HR will ask that they **inform their manager**.
- It is **not an accepted practice** in the County to deny a person the opportunity to better themselves.
- HR offers a **customized Internal Interview** that is designed to collect the right kind of information vs. what you need from a candidate off the street.
- It is **not an accepted practice** in the County for Managers to interview or hire candidates from another department without involving HR and the Department Head of the employee's current department.
- HR **STRONGLY encourages** that Managers seek and deliver **HONEST** references on the employees. We do not pass on bad apples.
- Please insist on an employee giving at least a two (2) week notice to their current Department Head

Employees' Guide:

- Employees **must be respectful** of their current managers when seeking internal positions.
- All open positions **should** be posted on the County Career page for at least five (5) days, so check there often. We may post on Craigslist, Indeed.com and other specialty sites as well.
- HR **doesn't encourage** you to apply for a position or promotion if you have been in your current role for fewer than 90 days,. It is **unlikely** that you would be considered for a move.
- **Apply through the County Career page on our website and be sure to** attach a resume. Don't assume your old resume in your personnel file accurately reflects your skills.
- If you meet the basic skill requirements, internal candidates will receive **preference over outside candidates** for the initial telephone prescreen.
- HR can **help you with your resume** if you'd like.
- If you make it past the telephone prescreening interview, and are selected for a face to face interview, **we do ask that you inform your manager**. It is not an accepted practice in the County to deny a person the opportunity to better themselves. If you feel uncomfortable, please discuss with CHRO (Peri Bluemer ext. 5350)
- HR **STRONGLY encourages** an employee give **at least** a two (2) week notice to their current Department Head. Managers talk and you don't want a reputation to ruin your next big move.